



New Jersey Department of Environmental Protection
NOTICE OF ANTICIPATED VACANCY
Posting Number: DP036-2017

(X) DIVISION/PROGRAM (X) DEPARTMENT (X) STATEWIDE

TITLE: Communications Operator Trainee SALARY: (A99) \$36,158.13
OPENING DATE: December 27, 2017 CLOSING DATE: January 17, 2018
EXISTING VACANCIES: TBD WORKWEEK: 40 (Shiftwork)

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Emergency Management Program
Bureau of Communications and Response Services
1400 Negron Drive
Hamilton, New Jersey 08691

DESCRIPTION: Under direction, in a centralized communication center as trainee and productive worker, learns to perform varied types of communications work; does related work.

REQUIREMENTS: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

PREFERRED SKILL SET: Ability to receive and transmit radio communications to law enforcement agencies; familiar with computer aided dispatch (CAD); ability to use a keyboard with skill, speed and accuracy; ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position; ability to work in a fast paced, high stress environment.

*SPECIAL CONSIDERATION will be given to candidates who possess the following certifications:

- Basic Telecommunicator (BTC) - certification from the Association of Public Safety Communications Officials (APCO)
- Emergency Telecommunicator (ETC) – certification from the National Academies of Emergency Dispatch (NAED)
- Emergency Communications Officer (ECO) – certification from the National Emergency Communications Institute (NECI).

NOTE: Must be available to work any shift including weekends, nights and holidays. Communication Center work hours are 24/7.

NOTE: Must undergo a criminal background check to be considered for the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (:/2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. NOTE: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Veronica Kirkham
Commissioner’s Office
PO Box 402; Mail Code 401-07
Trenton, NJ 08625-0420
E-mail Address: EXECUTIVE.resumes@dep.nj.gov
Fax Number (609) 292-7695

POSTING AUTHORIZED BY: Lori Worth, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
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